

# **ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES**

## **LIBRARY CARD**

A library card is issued free of charge when original application is taken. If a card is lost or stolen, there is a \$1.00 charge for replacement.

Library cards may be issued to anyone who is a property owner or resides in Alcona County, works in Alcona County or and will be staying in the area for a period of time with a local address. Library cards will also be issued to residents from neighboring counties of Iosco, Oscoda and Alpena.

Minors shall be issued a library card if the parent is eligible to be issued a library card. Youth under the age of 16 must have a parent signature on the registration card for the library card to be issued. Minors under 18 years of age will be issued a Juvenile Library Card. Videos may not be charged out on a juvenile library card.

Temporary Library Cards are available to persons who are in the area, do not meet the above criteria and would like to use library materials. A Temporary card may be issued for a two [2] month period and allow a checkout of two [2] books and one [1] movie at any given time.

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